

# MLA



## MUNICIPAL LEADERSHIP ACADEMY

Join us for the 2019-2020 Municipal Leadership Academy! MLA offers education on a variety of important city government topics and is a great way to prepare for your role as a city official.

MLA is designed to help all city officials better understand their role in municipal government and how to effectively serve their community. It is widely considered essential training for elected officials, especially those recently elected to office.

The three-part training series offers a comprehensive overview of city government and is presented by the Iowa League of Cities and the Office of State and Local Government Programs at Iowa State University Extension and Outreach.

### Topics covered

Leadership in city government involves making policy decisions that affect the daily lives of citizens. It is the duty of the mayor, council members and appointed staff to ensure the city fulfills its obligations under the law and effectively provides community services.

It is vital for mayors, council members and other city officials to understand the essentials of city government. MLA will connect attendees

with available resources, demonstrate how to comply with various state laws and enhance policy making and leadership skills.

- City finance and budgeting
- Effective council meetings
- Municipal operations
- Nuisance abatement
- Roles and responsibilities
- Human resources
- Land use and zoning

### Who should attend?

Both newly elected and veteran mayor and council members will benefit greatly from participating. MLA is also an excellent training opportunity for city staff, including city administrators, city clerks and other city officials.

***All city officials are welcome!***

From effective council meetings to city finances to municipal operations, MLA is designed to give attendees the tools they need to be successful. Participants will also find incredible value in hearing the latest important information on municipal issues while expanding their network of fellow city officials.



(515) 244-7282



mailbox@iowaleague.org



www.iowaleague.org





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### ***Current city officials – we need your help!***

MLA Part One begins shortly after the election and before most first-time elected officials take office. MLA Part Two is released the first week of the new term. We need your help connecting with newly elected city officials! Please share this information with them after the election and encourage the mayor and entire council along with other city officials to attend MLA as a group.

***MLA is designed as a four part training series.***

***Register online at  
[www.iowaleague.org](http://www.iowaleague.org).***

### ***Certified Elected Municipal Official***



The Certified Elected Municipal Official (CEMO) recognizes elected officials who are committed to continuing their professional development as elected officials. This

voluntary recognition program is run by the Iowa League of Cities and allows attendees to build toward the CEMO designation while receiving meaningful, informative and useful information on topics that expand their knowledge and capabilities. MLA Part One is among the required core courses for the program and accounts for 5 credits. ***Learn more at [www.iowaleague.org](http://www.iowaleague.org).***

### **MLA Part One**

Successful leadership and management requires an understanding of the basics of city government and the responsibilities of city officials. The first part of MLA provides an overview of city government at seven in-person workshops around the state. In addition, attendees will receive the 2020 Iowa Municipal Policy Leaders' Handbook, which is a great resource on all things city government. The handbook alone is a \$40 value! *MLA Part One costs \$80, which includes a meal and a copy of the 2020 Iowa Municipal Policy Leaders' Handbook.*

### ***Budget and Finance***

A chief duty of the city council and staff is the development and approval of the annual city budget. This session will provide the basics of city budgets, including the property tax system, budget adoption schedules, revenue streams and expenditures.

### ***Effective City Councils***

Part of being a mayor or council member is learning to work as a team to accomplish the city's goals. Learn strategies to conduct more efficient and effective meetings.

### ***Municipal Operations***

Cities provide a wide variety of daily services to citizens, each of which come with different responsibilities and concerns. Get a better understanding of your obligations under state and federal laws as well as how basic services are provided.

### **MLA Part Two**

The second part of MLA is a group of videos released during the first week of January 2020, which can be viewed on the League's website at your convenience. Watch the videos all at once or separately in order to fit within a city's orientation program for new officials. *MLA Part Two costs \$60.*

### ***The City Budget***

Build on the basic city finance information covered in MLA Part One by hearing how a city budget is developed. The main focus is getting attendees prepared to participate effectively in their city budget process.

### ***You Got Elected, Now What?***

This video covers strategies for success in office, handling human resources issues, council meeting basics and an overview of roles and responsibilities.

### ***Basics of Planning and Zoning***

Get an overview of planning and zoning laws as well as the role and responsibilities of the planning commission, the board of adjustment and the city council.



### MLA Part Three

MLA Part Three builds on the understanding developed in the first two parts by covering specific issues and challenges that cities face, providing attendees tools to improve their communities. *MLA Part Three* costs \$80.

#### Economic Development

Learn about the city's role in economic development and the tools used by city governments to retain and attract businesses and housing. This session is essential to understanding the critical role city officials have in maintaining and improving their local economy.

#### Community Betterment

All want a healthy, clean and vibrant community, but it does not come easy. Hear how your city can proactively clean up properties and neighborhoods, improve its nuisance abatement efforts and boost community pride.

#### Acting Strategically

Discussion will focus on ways cities can determine priorities, set goals and carry out initiatives. Any successful city must think and act strategically and this session will provide attendees tools to conduct planning and ways to work together.

### MLA Part Four

The final part of MLA is attendance at the League's Annual Conference & Exhibit, held September 16-18, 2020 in Coralville. Separate registration for this event is required. The conference includes more than 40 workshops and is an opportunity to continue your municipal education yearly as well an opportunity to share ideas with other city officials.

#### MLA Graduation

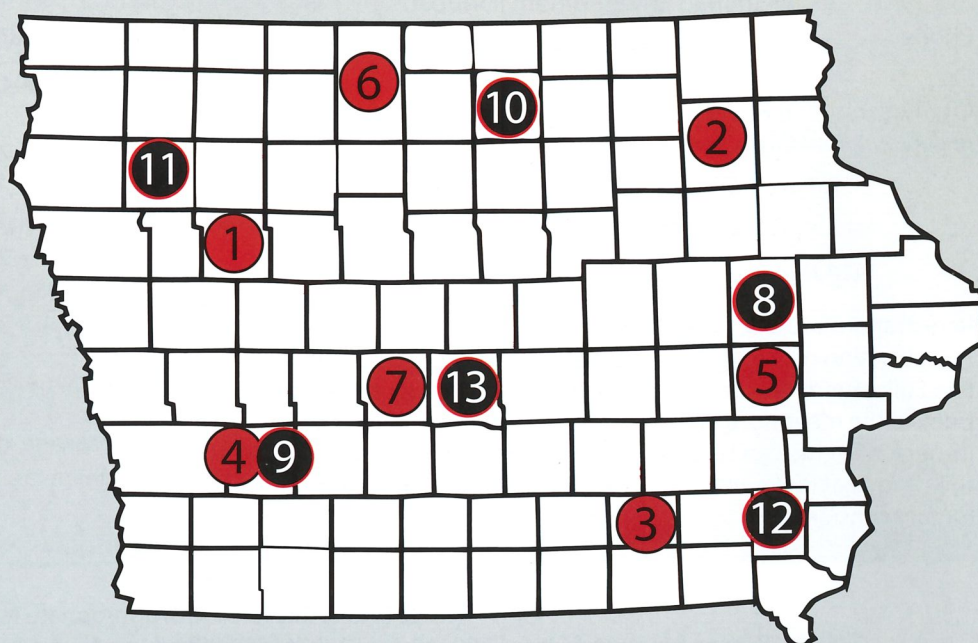
If you register and attend at least three parts in the MLA series you will receive special recognition at the Annual Conference & Exhibit in 2020. Additionally, after the conference you will receive a certificate in the mail and the League will provide a news release so your accomplishment can be recognized locally.

### MLA Part One Locations:

- 1 **Saturday, November 16, 2019**  
Wall Lake  
Community Center  
209 2nd St, Wall Lake
- 2 **Thursday, November 21, 2019**  
Fayette  
Upper Iowa University  
605 Washington St, Fayette
- 3 **Saturday, November 23, 2019**  
Ottumwa  
Bridge View Center  
102 Church St, Ottumwa
- 4 **Thursday, December 5, 2019**  
Griswold  
Community Center  
601 2nd St, Griswold
- 5 **Saturday, December 7, 2019**  
Iowa City  
Clarion Highlander Hotel  
2525 N Dodge St, Iowa City
- 6 **Thursday, December 12, 2019**  
Algona  
Knights of Columbus Hall  
1501 E Walnut St, Algona
- 7 **Saturday, December 14, 2019**  
Van Meter  
Veterans Reception Center  
910 Main St, Van Meter

### MLA Part Three Locations:

- 8 **Saturday, April 4, 2020**  
Hiawatha  
Community Center  
1610, 101 Emmons St, Hiawatha
- 9 **Thursday, April 9, 2020**  
Atlantic  
Cass County Extension Center  
805 W 10th St, Atlantic
- 10 **Thursday, April 16, 2020**  
Clear Lake  
Community Center  
10 N Lake View Dr, Clear Lake
- 11 **Saturday, April 18, 2020**  
Cherokee  
Community Center  
530 W Bluff St, Cherokee
- 12 **Thursday, April 23, 2020**  
Mt. Pleasant  
Civic Center  
307 East Monroe, Mt. Pleasant
- 13 **Saturday, April 25, 2020**  
Windsor Heights  
Community Center  
6900 School St, Windsor Heights







## MUNICIPAL LEADERSHIP ACADEMY

### MLA is provided by:

**The Office of State and Local Government Programs at Iowa State University Extension & Outreach** provides training and technical support to elected and appointed officials, at all levels of government. Annual training opportunities include the Iowa Municipal Professionals Institute and Academy, Planning and Zoning Workshops as well as various training programs for cities, counties and state departments.

Contact: Sara Shonrock, [sshonroc@iastate.edu](mailto:sshonroc@iastate.edu)  
or (515) 294-1844.

The **Iowa League of Cities** is an association of more than 860 cities in Iowa, large and small. The League serves as the unified voice of cities, providing advocacy, training and guidance to strengthen Iowa's communities. As a resource for city officials, the League is available to answer city government questions in addition to providing a variety of training and publications, including a monthly magazine.

Contact: [MbrSvc@iowaleague.org](mailto:MbrSvc@iowaleague.org), (515) 244-7282  
or [www.iowaleague.org](http://www.iowaleague.org).

Register online at [www.iowaleague.org](http://www.iowaleague.org)

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

City/Organization Represented \_\_\_\_\_  
(if different than City above)

**MLA Part One - \$80**

**MLA Part Two - \$60**

**MLA Part Three - \$80**

Registrations are due seven days before the date of the workshop. A registration received after its deadline is subject to a \$10 late fee. Full refunds will be issued on cancellations made seven days prior to the meeting. Due to meal considerations, no refunds for in-person events can be given after the registration deadline. Call the League at (515) 244-7282 if you have any special accessibility or dietary considerations.

### MLA Part One (choose one)

\$80

- ☐ 10 a.m. – 2 p.m. Sat., November 16, 2019 - Wall Lake
- ☐ 4 - 8 p.m., Thurs. November 21, 2019 - Fayette
- ☐ 10 a.m. – 2 p.m., Sat. November 23, 2019 - Ottumwa
- ☐ 4 - 8 p.m., Thurs. December 5, 2019 - Griswold
- ☐ 10 a.m. – 2 p.m. Sat., December 7, 2019 - Iowa City
- ☐ 4 - 8 p.m., Thurs. December 12, 2019 - Algona
- ☐ 10 a.m. – 2 p.m. Sat., December 14, 2019 - Van Meter

### MLA Part Two

\$60

- ☐ Online Training, released in January 2020

### MLA Part Three (choose one)

\$80

- ☐ 10 a.m. – 2 p.m. Sat., April 4, 2020 - Hiawatha
- ☐ 4 - 8 p.m., Thurs. April 9, 2020 - Atlantic
- ☐ 4 - 8 p.m., Thurs. April 16, 2020 - Clear Lake
- ☐ 10 a.m. – 2 p.m. Sat., April 18, 2020 - Cherokee
- ☐ 4 - 8 p.m., Thurs. April 23, 2020 - Mt. Pleasant
- ☐ 10 a.m. – 2 p.m., Sat. April 25, 2020 - Windsor Heights

### MLA Part One, Two & Three Package

\$190

- ☐ Package includes Part One registration, Part Two online training and Part Three. Please mark locations.

**Total:** \_\_\_\_\_

Please return this form with appropriate fee to:

Iowa League of Cities | 500 SW 7th St, Suite 101 | Des Moines, IA 50309 or fax it to (978) 367-9733.